

MEMORANDUM FOR DLA EXECUTIVE MANAGEMENT TEAM

SUBJECT: CIO Letter 98-4, Year 2000 Compliance and the DoD Date/Year Standards

This letter is informative in nature. DoD has prescribed policy that requires DoD Components to ensure their information technology assets are Year 2000 compliant. As defined in the Federal Acquisition Regulation, Year 2000 compliance means that the information technology accurately processes date/time data from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. Year 2000 compliance does not require a four-digit year format.

The approved approaches to solving the Year 2000 problem are: date expansion to a four-digit year or windowing, which retains a two-digit year. On August 24, 1992, an eight-digit field format, YYYYMMDD, was adopted as the DoD date data standard for systems. Additional date standards, YYYYDDD, and a year standard, YYYY, were approved in June 1997. As a result, all DoD databases, files, programs, etc., must eventually use these date/year formats.

DoD 8320.1, Data Standardization Procedures, states that new systems and development efforts must incorporate the YYYYMMDD, YYYYDDD or YYYY date/year formats. All systems and applications that have been built since 1991, or that have undergone substantial change (30% or more code changed) since 1991, are required to have adopted DoD date and other DoD data standards as part of their construction or modification.

Metadata details can be found in Defense Data Dictionary System (DDDS) Counter IDs 195, 165, and 166, respectively. The Joint Technical Architecture references DDDS as a repository for DoD Data Standards and requires compliance in software development. The DoD standards are compatible with:

- ISO 8601 International Standard for Date and Time
- FIPS 4-1 Federal Implementation of ANSI X3.30, Representation for Calendar Date and Ordinal Date for Information Exchange.
- ANSI X12 Data Interchange Standards

Clarification of the approved approaches to solving the Year 2000 problem is as follows:

a. The DoD data administration policy allows DLA to use a non-four-digit year approach in its existing systems (i.e., databases, files, programs, etc.) in order to become Year 2000 compliant. If a migration system or an existing system that will receive changes to more than 30% of its code over the life of the system is not using a four-digit year approach, an implementation plan for using the four-digit year must be developed and submitted to the DoD data administrator for approval.

b. The DoD Year 2000 Management Plan, June 1998, states: "DoD Components should use four digits (YYYY) for the year portion of dates used for interfaces among systems and in all interagency information exchanges unless the risk to do so, in terms of dollars, schedule, and technical issues would be too high. The four-digit date format is recommended, not required, for system interfaces and data exchanges in DoD to reduce the risk of re-infection of Y2K problems in the Department's systems and databases."

c. In Electronic Commerce (EC)/Electronic Data Interchange (EDI) transactions, where other formats are used, the Components should use four-digit dates unless an agreed upon alternate has been established. Those systems using an ordinal date format must use the proper format (YYYYNNN). If a system is Year 2000 compliant but does not use a standard date format, conversion to the standard is not required.

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